

# **ICC MEETING**

## **Meeting Minutes**

Kentucky Early Intervention Services (KEIS) Interagency Coordination Council (ICC)  
KYTC Conference Room C117

**January 9, 2020**

### **In Person Attendance:**

**ICC Members:** Liz Schumacher, Judy Theriot, Anne Raspis, Scott Tomchek, Holly LaFavers, Holly LaFavers, Christina Marraccini, Catherine Lowe, Christa Bell, Jessica Hart, Andrea Bartholomew

**First Steps:** Paula Goff, Tammie Isenberg, Melissa Hardison, Casey Turner, Matt Krupp, Karen McCracken, Kellye Cheek

**Guests:** Cybil Cheek (MC), Denise Insley (UL), Heather Hall (APT), Steve Brown (ASCB), Becky Brown (ASCB), Angie Casey (POE), Zach Bennett (POE), Gina Begluitti (POE)

**On Line Attendance:** Kelsey Richey (ICC, Online), Amy Meadows (POE), Caroline Gooden (UKHDI), Serena Wheeler (MC), Hope Rice (POE), Mitzi Helton (POE), Nancy Combs (POE), Barbara Sweeney (POE), Paul Carlisle (FS), Allison Clark (POE), Connie Finck (POE), Clorissa McConnell (POE), Melissa Ferrell (ICC, Online), Jessica Wood (POE), Kelly Case (POE), Lisa Conner (POE), Shelly Lambert (POE), Collene Meszaros, Julie Leezer (MC), Lisa Simpson (MC), Michelle Magness (MC), Sally Shepherd (ICC, Phone), Teresa Ryan (Provider), Kathy Mullen (VIPS), Jaime Grove (KEDS)

***(FS) First Steps, (POE) Point of Entry, (MC) Master Coach***

### **I. Call to order**

- Start time 10:00 a.m.
- Liz Schumacher welcomed everyone and began introductions of attendees.

### **II. New Business/Public Comments**

- Liz Schumacher addressed the minutes from October ICC meeting and asked everyone to review. Scott Tomchek moved to approve - Motion 2<sup>nd</sup> by – Holly LaFavers, Approved
- Liz Schumacher opened the floor for public comment. No comments were made.

### **III. Status of Appointments to ICC**

- Appointments were finalized on December 9, 2019.
- Governor Bevin sent an executive order on his last day in office appointing someone to the ICC as a Public Private Provider. However, she does not meet federal requirements to be a member of the ICC. Governor Beshear's Office to request the order be rescinded. Then a new appointment would be made giving the ICC a full board.

### **IV. First Steps Operations:**

- This is a budget year for the State Legislature. Service agreements run on a two year cycle with the budget process. Announcements will be going out soon, in January and provider enrollment and contract renewal will begin in March. Staff will be starting with the larger agencies and move to the smaller ones.
- Currently the Office of Legal Services has the provider agreements for review. There are minor changes to the Provider Agreements. There are changes to the training to make sure they are up to date.
  - The biggest change in this section is for new providers Item F. state performance plan trainings including the coaching and early intervention mentorship program and other professional development activities that are required by federal regulations – we spelled this out specifically. This is also repeated in the renewing provider.
  - Made a note to the late penalties to help the larger providers based on feedback we received from the providers. The way this is currently written, you have 15 late notes in a 6 month period the agency goes to corrective action and if it doesn't improve they get terminated as a whole agency. So if the agency has 30 people and it only one chronic person it is disproportionate. The agency can not single out one person per KY law. If legal approves it will read: each employee or subcontractor within the provider agency may have no more than six late service logs in a six month period. We are hoping that will allow us to address the employee rather than the entire agency making it fairer.
  - Added a penalty section that is just in the body. These are not new penalties; they are the ones we've always had. This is just for clarification, to draw provider's eyes to it.
- Staff is working on getting rid of old files and getting new files set up. There will be appointments set up again this year. It seemed to be helpful last time especially to the larger agencies to set down and go through the packets face to

face so if there was anything missing they could get it right then. The renewal will include anyone within the agency prior to March 2020. Anyone coming on board March going forward will be a new provider and start out with the new agreement.

- A new supervisor for First Steps, Jesse Allen James, will be starting on February 3. We are excited to get him on board in just a few weeks. He goes by Allen.
- Staff have been working on the Policy and Procedural Manual. They have made the initial revisions and Paula is reviewing. Once Paula have reviewed it will need to go through a Division review. We are not yet sure with the new administration if it will need to go higher than the Division. Staff are now working on cleaning up forms and doing some reference guides. We are hoping to have it finished by June, hopefully sooner. There are not many changes, mainly trying to clarify and add missing information.
- As part of ongoing monitoring responsibilities we did receive one formal complaint that resulted in compensatory services. There were two billing audits that came from informal complaints that are in process. We also have six provider audits that are part of our normal process. Most of these were conflict issues between the family and provider and the only option is for the family to find a new provider. We did find an agency that needed reminders on billing appropriately according to the authorized services on the IFSP. Also found one provider where people were not using the correct rendering provider's NPI. Sometimes that happens when they have employees leave and they need to go back and do some system clean up.
- There was a change in the 5AA approval process, this went into effect on 12/20/19. The automatic approval was taken away and the state agency now manually approves all of the 5AA's. This is due to issues with information being entered into KEDS but not entered into TOTS. We have to have the baseline or exit data in TOTS for our federal reports. Also, families were not able to get assessments on their children. It will show pending for providers until staff verify that there are both the KEDS and TOTS pieces. The steps for entering 5AA's are in the service provider agreement so it is not a new procedure to enter into both systems. There was not time for much of a heads up to providers so many were upset, we had planned to do it differently to allow time for communication of changes but it went live quicker than intended. The steps should be KEDS, TOTS assessment page, TOTS Service log, and last the claim for payment. The turnaround time for staff approving these is 24 hours.

## V. CEITMP

- Cybil Cheek gave an update on the CEITMP. Cohort 6 has recently completed the program. Cohort 7 is in mentorship phase where they are start to present their full videos to get feedback. Cohort 8 is in discovery which is the first phase, their second meeting was planned for later in the week. Gearing up for cohort 9's kickoff in February. A change that was made before cohort 9 was a pre-enrollment to get preferences from the provider to find out when they wanted to start the program which would cut back on entering providers and finding out they had a conflict.
- For pre-enrollment of the remaining Bluegrass District providers, there were 86 poll responses and 36 were assigned. There are still 30 that will be assigned once they become available. They either do not have a current case load or are on medical leave.
- The hope is for four cohorts to go through in 2020 and that should wrap up the Bluegrass District.
- Scott Tomchek gave an update to follow up on some points from the last ICC meeting. There are now five coaches onboard making them fully staffed and allowing for an increase in cohort size to 36 per cohort. In addition to doing the trainings they are doing maintenance checks on providers who have already been through the program. A component of the program is to touch base with providers periodically to make sure they are continuing to coach with fidelity. They get an additional video(s) depending on their performance in the program once they reach fidelity and transition out. In the process of that for cohorts 1, 2, 3, and 4 with cohort 5 coming up in February.
- Last ICC meeting there was discussion about resubmitting to licensure boards for updated CEU's. All have been approved. After looking at the syllabus KBLOT approved 48 CEUs, KPTA approved 28, KSLPA has been reluctant to change from 15 so Tom has asked to be added to the agenda for their next board meeting to talk with them directly. Someone in cohort 6 submitted their certificate and syllabus to ASHA and ASHA approved 20 CEUs. They are going to get additional details on that. One person went through as an independent study at UL; they were given 3 credit hours.
- Childcare resource has been posted on the provider page of the First Steps website. They have also continued the podcast series due to positive feedback on that. Tammie mentioned that they put the link for the podcast on the TOT announcements. The podcast uses implementation science to drive what is done; they get feedback from providers every step of the way. At the end they've

asked if provider's perspective has changed and providers have replied that it has made them reflect. The podcast has helped change provider knowledge of coaching. Providers are using more joint planning with the family. It has helped how they communicate with families increasing parent's engagement in the session instead of just observing. All the podcast are on the website and YouTube.

- The question was asked if maintenance would be for the duration. Tom answered that he understood that was the plan. Paula stated that eventually it will be tied to the tiered reimbursement. To be in the upper tiers it would be one aspect that you've achieved or maintained that level of fidelity on the model. The tiered reimbursement is based on performance. What they are seeing in maintenance phase is that the providers who just squeaked by in reaching fidelity are the providers who may have to submit more than one video during the maintenance phase to show that they can still coach with fidelity. The providers who did really well submit a video and still look like rock stars. So the schedule of how often videos are submitted is on a sliding scale based on performance of the provider.
- Completing the training is part of reenrollment but meeting that will depend on when it is rolled out to the provider's district. It was asked that the link for the podcasts be sent to all board members. Tammy also stated that when she got the updated list of members she would make sure they were all added to the First Steps list serve so they get all the announcements that go out.
- There are several factors to work through for part time providers, those with five or less cases. The video part is especially hard to meet for those providers. They are getting provider feedback and looking at possible course and syllabus changes that may be needed to better fit these providers.
- It has not been decided what the next area will be to start the coaching training.

## **VI. SPP**

- Paula gave a report on the FFY State Performance Plan. We are required to submit a report annually to OSEP. The report is based on federal fiscal year so this report is not on current data, it is last year's data. We are currently in the last cycle of the approved form that we report on; the approved indicators and approved measurement table. OSEP is forming the next version of the SPP. It has been submitted to the Office of Management and Budget in Washington. She does not foresee the indicators changing but does foresee the measurements changing. There is also a new submission portal to use for uploading these reports.

- Liz informed the board that as the ICC they have a reporting requirement. The Board can take what the state has provided and agree with it, sign off and submit it or the board can write their own report. The board does have some stake in this report and what it says.
- Paula reviewed the plan to change the methodology and targets for future assessment targets. The targets for disabled children is an issue. The targets were set years ago without really knowing what it would look like. In 2014 KEDS staff had an ideal of how to make some changes to the methodology of analysis to the outcome data to make it more accurate and measurable. At the time it was the middle of cycle and not the time to change anything. Since we are now at the end of a cycle, if we want to make changes this would be the time. OSEP in the past has been reluctant about states making changes because they don't want states to make changes to make themselves look better you have to have data and a good reason why you're changing.
- A representative stakeholder workgroup met in October and November to review the current outcomes measurement system. It was a diverse group with a lot of data to review. They endorsed the Expanded Methodology and Targets. With this new methodology we are going from 14 benchmarks to 24 and the age banding is different going from a 3 month age band to a 6 month age band. The methodology for measuring growth stayed the same but we did change the criteria for the five levels of progress to reflect the new method. They ran the data for last year and this year and there are some changes but we don't get closer to the targets we set; they are more consistent though. Got them more moderated. The group felt like the methodology is good but it was felt that we need to change the targets. Paula sent our justification to one of the National TA providers who gave good advice but doesn't know if OSEP will allow targets to be reset but that we have a good argument and makes sense. Our project officer asked that this be submitted as part of our SPP.

## **VII. SSIP**

- SSIP is due on April 1. We will spend January and February writing it. It goes for ICC review in early March. It also has to be reviewed by our project officer and then our internal review in the department. Typically what we do is have a phone call with the ICC in March to go over it since there is not a formal meeting scheduled before it is due. ICC is welcome to have a meeting however. It will go for ICC review then.
- Liz opened to comments on the report. Once the report is certified, the SSIP is finalized, and it comes back, Liz will send it to the Governor's Office. Scott

Tomchek moved to certify and accept the SPP and Andrea Bartholomew seconded. All approved and none opposed.

#### **VIII. Record Review Report**

- Scott presented the record review data. In the time period from July 1 to December 31, 2019 they did 250 reviews. This is a 50% increase over last year. Timelines have stayed consistent with a turnover average of 4 days. Eligibility reviews typically have a 24 hour turnaround time. Per the past request of the ICC, Scott included a table to show how many review requests came from each district to show who is utilizing the review and who is not. (see attachment)

#### **IX. Final Business**

- Liz called for old business; there was none. Liz called for public comment; there was none. Meeting was adjourned.

Next Meeting April 9<sup>th</sup>, the ICC requested that it be at the KYTC building again due to the ease of parking and getting into the building.